18 April 1974

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MEMORANDUM FOR: Mr. Gail Donnalley
SUBJECT : Watergate-Agency File Review
1. The IG's 26 March 1974 memorandum laying on this file review specifies in Paragraph 5 that "the memories of Agency personnel must be jogged as part of the effort to ensure that anything relevant which has not been reported previously be reported now."
2. The DDI's personnel survey will include administrative and personnel officers assigned to DDI offices/staffs, and in addition will cover the following DDM&S careerists occupying DDI slots:
3. Please include the following DDI careerists occupying DDM&S slots in your personnel survey:

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Administrative Internal II. O.